



THE CITY OF SAN DIEGO CITY COUNCIL OFFICES

INSTRUCTIONS FOR PREPARING THE COMMUNITY PROJECTS, PROGRAMS AND SERVICES FUNDING APPLICATION

City Council Community Projects, Programs and Services (CPPS) funding is allocated to public agencies or non-profit organizations for one-time community, social, environmental, cultural or recreational needs which serve a lawful public purpose. The allocation of CPPS funds is governed by Council Policy 100-06, which can be viewed at the following website:

http://docs.sandiego.gov/councilpolicies/cpd_100-06.pdf

To apply for CPPS funding, applicants must submit a completed application form and all required supplemental documentation to one or more City Council District Offices. Funding awards may be recommended by a Council District based on the review of the application and supporting documentation. However, all funding awards to public agencies or non-profit organizations must be approved by the full City Council.

Please use the instructions below to assist you in completing the application form and submitting the application and required supplemental documentation. In addition, these instructions provide information on contracting requirements and the reimbursement process.

Application Overview

- On the first page of the application, please provide the name of the organization which is applying for funding, the title of the event or program for which funding is requested, the dollar amount of the funding request, and the date of the application.
- This information will be filled in automatically on pages 2 – 6 of the application.

Section 1. Organizational Information

- To be eligible for CPPS funding, an organization must be a public agency or legally recognized tax-exempt and/or non-profit entity. Check which type of eligibility applies.
- Provide Federal Tax Identification number.
- Provide the street address and mailing address (if different) of the organization.
- Provide the name, title, email, phone number and/or fax for two contact persons for the organization. Contact persons should be individuals who will be responsible for overseeing the expenditure of CPPS funds, and/or administering the project, program or service for which CPPS funds are being requested. One of the contact persons must be an Authorized Signatory who is authorized and responsible for entering into contracts and agreements on behalf of the organization.



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Section 2. Event/Program Summary

- Provide the address or location where the project, program or service will take place, including the City Council District(s) and community(ies) served.
- Provide a description of the project, program or service for which CPPS funding is requested.
- Describe how CPPS funds will be used, including specific types of expenditures and estimated costs. Be specific as possible.
- Describe how the project, program or service will provide a public and community benefit, including the estimated number of people that will be served.

Section 3. Event/Program Budget Information

- Provide the estimated total cost of the project, program or service, including personnel and non-personnel expenses.
- List all funding sources, beginning with requested CPPS funds, which will be used to fund the project, program or service. Individual donors do not need to be identified, but rather, may be listed as "Private Donations". Attach additional pages if necessary;
- Calculate total funding and estimated surplus or deficit, which is calculated as total funding minus total expenditures;
- Provide the date by when the project, program or service is anticipated to be completed. If there is no anticipated completion date (i.e. such as for ongoing programs), specify when the eligible expenditures for which CPPS funding is being requested will be completed;

Section 4. Prior City Funding

- List all sources of City funding that has been received by the organization over the past three years;
- Provide year in which funding was received, type of funding that was received, amount requested, amount awarded, and a brief description of the program or event for which City funds were used. Attach additional pages if necessary.

Section 5. Organizational Financial Summary (Non-Profit Organization only)

- Provide the number of part-time and full-time employees.
- Provide all of the funding sources for the organization as a whole, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year;
- Individual donors do not need to be identified, but rather may be listed in the aggregate as "Private Donations";
- Provide total operating expenditures, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year;



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- Calculate estimated operating surplus or deficit, calculated as total funding minus total expenditures.
- Sign and date the application.

IMPORTANT – Required Supplemental Documentation (Non-Profit Organization only)

In addition to the completed application form, the following supplemental documentation must be submitted at the time of application:

- Internal Revenue Service Form 990 or 990EZ
- Proof of non-profit status
- Certificate of Good Standing (<http://kepler.sos.ca.gov/>)

Mail documents to:

City Council District __ (insert appropriate Council District number)
202 C Street, MS 10A
San Diego, CA 92101

CPPS Funding Agreement

- Once the application has been submitted and the City Council District has recommended a funding award, you will be provided **two** original copies of the Funding Agreement prepared by the City Attorney's Office.
- **Both copies** of the Funding Agreement must be signed and returned to the respective Council District Office.
- In addition, the following supplemental documentation must be provided when the signed Funding Agreements are submitted:
 - Proof of Insurance
 - Certification of Compliance with a Drug Free Workplace
 - Certification of Compliance with the Equal Benefits Ordinance

City Insurance Requirements

- The City's basic insurance requirements include the following:
 - \$1 million general liability
 - \$1 million auto
 - \$1 million workers' compensation

Reimbursement Process

- Once your project, program or service has been completed (or once eligible expenditures have been made if the project, program or service is ongoing), submit a completed Reimbursement Request Form to the respective Council District Office.



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- The Reimbursement Request should include proof of expenditures for each type of expenditure described in Section 2 of the Funding Application.
- Proof of expenditures may include receipts, invoices, bank/credit card statements, or other documents providing evidence that eligible expenditures have been made in accordance with the Funding Agreement and Council Policy 100-06.
- Once payment has been processed, a reimbursement check will be mailed to you by the City Comptroller's Office.